

# **JOB OPPORTUNITY**

## **STATE OF HAWAII**

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# **DLIR**

Department of Labor and Industrial Relations (DLIR)  
830 Punchbowl Street, Room 312  
Honolulu, Hawaii 96813 Phone (808) 586-9040

Opening Date: August 11, 2006

**CLERK TYPIST III**  
**OFFICE OF LANGUAGE ACCESS**  
**\$24,792 - \$25,656 Per Year**  
**OAHU (Downtown Honolulu) Employment**

Exempt, Non-Civil Service Position. Salary negotiable. Continuous recruitment until needs are met.

Job Duties: Responsible for performance of skilled typing; independent performance of complex clerical assignments in support of the Office of Language Access staff. Types a variety of materials such as business correspondence, reports, procedures, legal documents, and presentations. Establishes and maintains multiple filing systems including database files and logs. Serves as receptionist for the entire OLA office; insures callers are courteously and properly directed to appropriate personnel. Processes mail, coordinates travel arrangements, prepares travel documents, issues requisitions for office supplies and is assigned P-card administrator responsibilities.

Minimum Qualifications: Must have high school diploma with minimum one year of general clerical experience; proficiency in computer program use; demonstrate knowledge of English grammar, spelling, general math, business correspondence and office procedures. Excellent oral and written communication, organization, interpersonal and decision-making skills. Must be customer service oriented. Demonstrate positive attitude and sensitivity to assist limited English proficient persons.

To apply, you may send a resume or complete the Application for Exempt Employment (HRD 278) form which can be downloaded from our website: <http://hawaii.gov/labor/jobs.shtml>. You can also call the Department of Labor and Industrial Relations Personnel Office (DLIR) at (808) 586-9040 to have an application form mailed to you. Send your resume or completed application to the DLIR Personnel Office, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813. Applicants may also apply through the DLIR's HireNet Hawaii system at [www.hawaii.gov/labor](http://www.hawaii.gov/labor).

**An Equal Opportunity / Affirmative Action Employer**